

Date:

Dear

As a new PCA in the MassHealth PCA system you are required to participate in a 3-hour Orientation. Soon after you were hired your consumer employer should have shared information with you about the Massachusetts PCA New Hire Orientation for all new PCAs. This orientation will provide you with information about the principles of independent living, the MassHealth PCA program operations, recognizing and reporting fraud, abuse and neglect, and worker rights. In addition you will receive resources including information about the PCA Union, 1199 SEIU, PCA Workforce Council, and the Rewarding Work web portal.

You will not receive information about how to assist your consumer employer in their activities of daily living. Your consumer employer is responsible for training you in how to assist her/him.

According to our records, you have not yet received the PCA New Hire Orientation.

Effective immediately, New PCAs must complete the PCA New Hire Orientation requirement within 6 months from their date of hire. New PCAs who fail to complete the Orientation within the six months - an after-tax payroll deduction equal to two dollars (\$2.00) per hour will apply, until such time as they complete the Orientation program.

If the New PCA completes the Orientation within 2 months of their 6 month anniversary date, the payroll deductions will cease and all accumulated deductions will be returned. If the New PCA completes the Orientation after 8 months of the date of hire and submits the correct paperwork, the payroll deductions will cease but they will forfeit all accumulated deductions.

Note: New PCAs hired between January 1, 2014 to January 31, 2015 will have 6 months from the date of notice to complete the Orientation.

The PCA New Hire Orientation is 3-hours long, and you will be paid for participating. There are two Orientation options available:

1. You attend a group orientation session with other PCAs, or
2. Your consumer employer chooses the consumer taught option and will provide the Orientation to you.

If your consumer employer chooses to have you attend a group session, then it is your responsibility to call the Homecare Training Benefit at (877) 409-8283 and register for an orientation in your area. You will be paid your hourly rate for the 3 hours you participate in the Orientation session.

If your consumer employer has chosen to provide the standardized Orientation to you directly, you still have the right to attend a group Orientation session, though you will not be paid twice for participating in more than one Orientation.

If you have already received the Orientation and have not been paid, please speak with your consumer employer and together contact the Fiscal Intermediary as soon as possible.

Date:

Dear _____,

Our records indicate that it has been at least three months since you began working as a PCA and you have not yet participated in the PCA New Hire Orientation.

Effective immediately, New PCAs must complete the PCA New Hire Orientation requirement within 6 months from their date of hire. New PCAs who fail to complete the Orientation within the six months - an after-tax payroll deduction equal to two dollars (\$2.00) per hour will apply, until such time as they complete the Orientation program.

If the New PCA completes the Orientation within 2 months of their 6 month anniversary date, the payroll deductions will cease and all accumulated deductions will be returned. If the New PCA completes the Orientation after 8 months of the date of hire and submits the correct paperwork, the payroll deductions will cease but they will forfeit all accumulated deductions.

Note: New PCAs hired between January 1, 2014 to January 31, 2015 will have 6 months from the date of notice to complete the Orientation.

Group Orientation sessions are available in your area. It is your responsibility to call the Homecare Training Benefit at (877) 409-8283 and schedule a time to attend. You will be paid your hourly rate for the 3 hours participating in the Orientation.

This orientation will provide you with information about the principles of independent living, the MassHealth PCA program operations, recognizing and reporting fraud, abuse and neglect, and worker rights. In addition you will receive resources including information about the PCA Union, 1199 SEIU, PCA Workforce Council, and the Rewarding Work web portal.

You will not receive information about how to assist your consumer employer in their activities of daily living. Your consumer employer is responsible for training you in how to assist her/him.

If you have not already done so, be sure to register for an Orientation session immediately by calling the number below.

If you have already received the Orientation and have not been paid, please speak with your consumer employer and together contact the Fiscal Intermediary as soon as possible. If you already participated in a group Orientation and are receiving this notice in error, please call Linnea Rego , Field Coordinator for the Homecare Training Benefit at 617-284-1216 right away. However, if your consumer employer provided you with the Orientation, with your consumer present, please contact the Fiscal Intermediary office right away.

All new PCAs who have the right to attend a group session; however will only be paid once for the 3 hours. PCA New Hire Orientation Group Sessions can be scheduled by calling, 617-284-1216

Date:

Dear PCA,

Our records indicate you began working as PCA at least five months ago and to date, you have not participated in the MassHealth PCA New Hire Orientation.

Effective immediately, New PCAs must complete the PCA New Hire Orientation requirement within 6 months from their date of hire. New PCAs who fail to complete the Orientation within the six months - an after-tax payroll deduction equal to two dollars (\$2.00) per hour will apply, until such time as they complete the Orientation program.

If the New PCA completes the Orientation within 2 months of their 6 month anniversary date, the payroll deductions will cease and all accumulated deductions will be returned. If the New PCA completes the Orientation after 8 months of the date of hire and submits the correct paperwork, the payroll deductions will cease but they will forfeit all accumulated deductions.

Note: New PCAs hired between January 1, 2014 to January 31, 2015 will have 6 months from the date of notice to complete the Orientation.

Group Orientation sessions are available in your area. It is your responsibility to call the Homecare Training Benefit at 617-284-1216 and schedule a time to attend. You will be paid your hourly rate for the 3 hours participating in the Orientation.

This orientation will provide you with information about the principles of independent living, the MassHealth PCA program operations, recognizing and reporting fraud, abuse and neglect, and worker rights. In addition you will receive resources including information about the PCA Union, 1199 SEIU, PCA Workforce Council, and the Rewarding Work web portal.

You will not receive information about how to assist your consumer employer in their activities of daily living. Your consumer employer is responsible for training you in how to assist her/him.

If you have not already done so, be sure to register for an Orientation session immediately by calling the number below.

If you already participated in a group Orientation and are receiving this notice in error, please call Linnea Rego, Field Coordinator for the Homecare Training Benefit at 617-284-1216 immediately. However, if your consumer employer provided you with the Orientation, with your consumer present, please contact the fiscal intermediary office right away.

All new PCAs have the right to attend a group session. PCA New Hire Orientation Group Sessions can be scheduled by calling, 617-284-1216